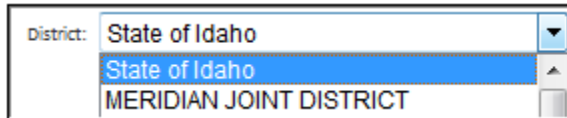# Schoolnet PDP: Searching and Registering Quick Reference Card

This card will help users get started searching and registering for activities found within Professional Development Planner (PDP) of the Educator Development Suite (EDS).
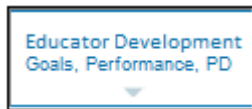
Access PDP:

- Log into Schoolnet via ISEE portal at http://www.sde.idaho.gov.

- At the top of your My Schoolnet home page, see the pull down tab to select the state view.

- Once at the state level, users will have access to EDS.
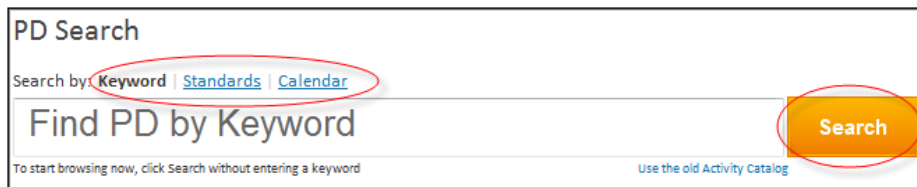
- Roll over the Educator Development tab and select PD Search.

Search for an Activity (as a Teacher)

Search by keyword, standards or calendar date, or to browse all events, simply click Search.
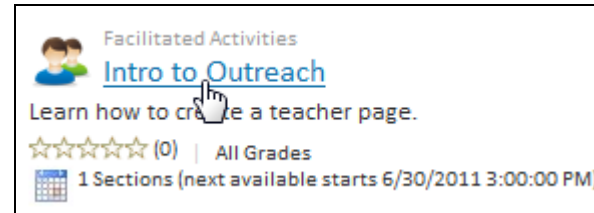
To view details about an activity, click its title to go to the Activity Detail screen.
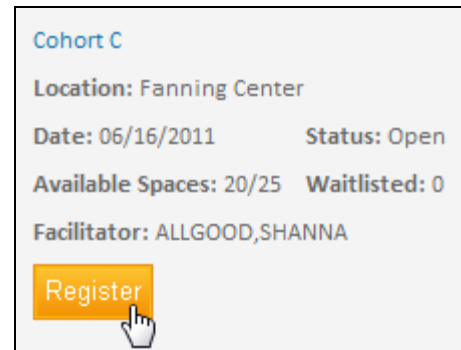
Register for an Activity
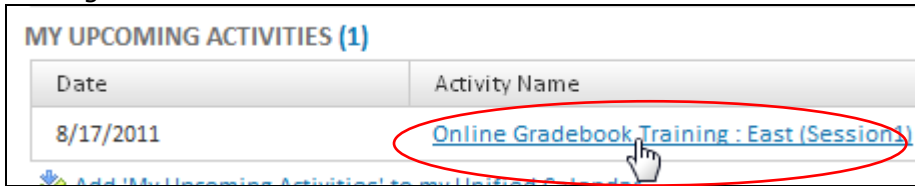
Click **Register** below the desired open section.

- If there are no open spaces, click the **Add me to Waitlist** button instead (if available). You will receive an email confirmation when you are moved off the waitlist.
- For certain activities, you may have to complete an "activity request" to attend the activity. If pre-registration is required, you will be prompted to fill out the request form when you click **Register** or **Request Access for Online Course**.
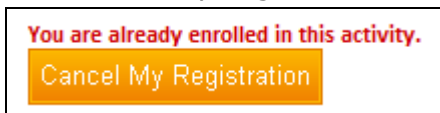
Cancel a Registration

On the PD Dashboard, click the title of the upcoming activity you can no longer attend.

MY UPCOMING ACTIVITIES (1)

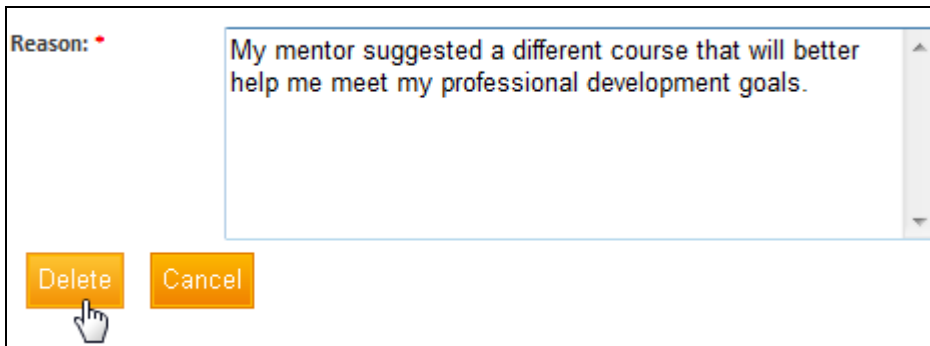| Date	Activity Name
8/17/2011	Online Gradebook Training : East (Session1)

Click Cancel My Registration.

You are already enrolled in this activity.

Cancel My Registration

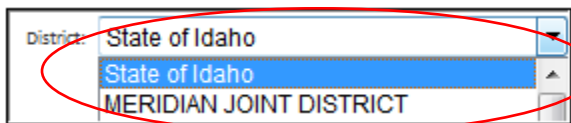Enter the reason for the cancellation and click **Delete**.

Reason: *

My mentor suggested a different course that will better help me meet my professional development goals.

Delete   Cancel

To Return to your District Schoolnet page:

Use the pull down tab at the top center to select your district name in the pull down tab.

District: State of Idaho

State of Idaho
MERIDIAN JOINT DISTRICT